



**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY TANZANIA, PEPFAR TANZANIA  
Notice of Funding Opportunity for Community-Led Monitoring**

**Funding Opportunity Title:** Ambassador's Fund for HIV/AIDS Relief (AFHR), PEPFAR Tanzania  
**Deadline for Proposals:** August 12, 2021 by 11:59 PM East Africa Time  
**CFDA Number:** 19.029 – The U.S. President's Emergency Plan for AIDS Relief Programs  
**Maximum for Each Award:** \$24,999  
**Total Amount Available:** \$300,000

## **1. PROGRAM DESCRIPTION AND OBJECTIVES**

### **PROGRAM DESCRIPTION**

The U.S. President's Emergency Plan for AIDS Relief Tanzania (PEPFAR) through the Ambassador's Fund for HIV/AIDS Relief (AFHR) is pleased to announce an open competition for organizations to submit applications to carry out Community-Led Monitoring (CLM) activities. Community-led monitoring is a process initiated and implemented by local community-based organizations and other civil society groups that gathers quantitative and/or qualitative data about HIV services. The focus is on getting input from recipients of HIV services in a routine and systematic manner that will translate into action and change. CLM is central to PEPFAR's client centered approach because it puts the needs and voices of communities at the center of the HIV response.

Through this funding opportunity PEPFAR seeks grantees who will focus on implementing CLM and sharing the results to help implementing partners, local governments, and health facilities improve the quality and accessibility of HIV services. Specifically, PEPFAR is seeking for registered non-profit Tanzanian organizations to systematically gather quantitative and qualitative data about HIV services. Prospective grantees should have the capacity to collect and analyze data and work with key donor and health system stakeholders to share results and facilitate joint action that will lead to change in the HIV epidemic response.

### **PROGRAM OBJECTIVES**

PEPFAR Tanzania supports Community-Led Monitoring activities/programs to ensure that program beneficiary feedback is incorporated into quality improvement activities.

CLM data should be collected and reported quarterly using standardized tools developed as part of and/or adapted from the national community-led monitoring initiative. Approved indicators framework and tools are referenced in "Appendix A\_Tanzania CLM Indicator Framework\_2021," "Appendix B\_Tanzania Health Facility Monitoring Tool\_2021," and "Appendix C\_Tanzania Service Recipient Monitoring Tool\_2021." These tools may be modified and adapted as specific contexts dictate. Results from CLM should be analyzed and presented in collaboration with stakeholders to pinpoint persistent problems and identify solutions to address quality concerns and barriers to service uptake from the patient perspective at facility-level.

The deliverables are:

- Participate in CLM training on indicators and methods for data collection

- Collect quarterly data from a sample of PEPFAR-supported health facilities within a geographic area of focus from people receiving care and treatment services
- Timely analysis of quarterly data summarized in a written report and presentation formats
- Participate in quarterly meetings with stakeholders, for in depth discussion of results and to develop concrete quality improvement strategies

## BENEFICIARIES

Targeted beneficiaries of the PEPFAR Tanzania Ambassador's Fund for HIV/AIDS Relief (AFHR) Community-Led Monitoring proposal are recipients of HIV services in PEPFAR-supported health facilities. These may include, but are not limited to, people living with HIV of all ages, adolescent girls and young women, and key populations such as men who have sex with men, people who inject drugs, and people who engage in sex work.

## THE GENERAL CRITERIA TO BE USED FOR IDENTIFYING CLM PROJECT GRANTEES INCLUDE:

- Organizations that are productive, collaborative, respectful, and solutions-oriented
- Ability to collect quarterly data based on the needs identified by local communities that provide "added value" to complement existing quality improvement initiatives and does not duplicate data already collected by PEPFAR
- Capacity to analyze data and present findings on a quarterly basis in both narrative and visual formats
- Ensure mechanisms and channels are established for quarterly feedback with PEPFAR, health facilities, and local government and health authorities to share findings and develop quality improvement solutions
- Preferred focus for Community-led monitoring to improve the quality of services for PLHIV accessing ARVs at health facilities in Meru DC, Mlele DC, Mwanga DC, Same DC, Musoma DC, Tarime DC, Mbeya DC, Morogoro DC, Mvomero DC, Ukerewe DC, Nkasi DC, Sumbawanga DC, Madaba DC, Songea DC, Tunduru DC, Bariadi DC, Songwe DC, and Tunduma TC

## B. FEDERAL AWARD INFORMATION

Length of performance period: October 01, 2021 to September 30, 2022 (12 Months)
Number of awards anticipated: 12 awards
Award amounts: Grants can be between \$5,000 and \$24,999 USD (Budget should be submitted in Tanzanian shillings and is calculated on the daily exchange rate if awarded)
Total available funding: \$300,000
Type of Funding: Fiscal Year 2022 PEPFAR Ambassador's Fund for HIV/AIDS Relief
Anticipated project start date: October 2021 <b><i>This notice is subject to availability of funding</i></b>
Funding Instrument Type: Grant

## C. ELIGIBILITY INFORMATION

### ELIGIBLE ORGANIZATIONS

Independent Non-profit Tanzanian organizations including Civil Society Organizations (CSOs), Community Based Organizations (CBOs), Faith Based Organizations (FBOs), or Non-Governmental Organizations (NGOs).

- Only organizations registered with the government of Tanzania will be considered eligible organizations.
- Eligible organizations must have experience in data collection, analysis, and reporting.

Funded organizations are required to report results achieved in accordance with PEPFAR's reporting requirements.

PEPFAR Implementing partners who currently work on service delivery at the site level are not eligible to apply.

#### **COST SHARING OR MATCHING**

Cost sharing is not required.

#### **OTHER ELIGIBILITY REQUIREMENTS**

- Organizations may only submit one proposal per organization.
- The PEPFAR Small Grants Office reserves the right to request additional background information on organizations that do not have previous experience administering federal grant awards.
- After initial review by the PEPFAR Small Grants Office, you may be required to register for a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on System for Award Management (SAM), [www.sam.gov](http://www.sam.gov).
- Any organization listed on the Excluded Parties List System in the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR,1986 Comp., p.189) and 12689 (3 CFR,1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the Excluded Parties List System in SAM can participate in any activities under an award. All organizations are strongly encouraged to review the Excluded Parties List System in SAM to ensure that no ineligible entity is included in their organization or as a subcontractor.

### **D. PROPOSAL AND SUBMISSION INFORMATION**

#### **PROPOSAL PACKAGE**

Proposal documents are available only until **August 12, 2021** on the U.S. Embassy Tanzania website at <https://tz.usembassy.gov/education-culture/ambassadors-community-grants-program/>

#### **CONTENT OF PROPOSAL PACKAGE**

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible. Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in Tanzanian Shillings (subject to daily currency fluctuation)
- Proposal template is for FY2022 (not previous years)
- Proposal template is not changed in any way
- Proposal template completed electronically in its original WORD .doc format
- Proposal materials are received electronically via email (please do not mail your proposal)
- Proposal materials are received by the posted due date and time (*early submission encouraged to avoid missing the deadline, however there is no preference given for early proposals*)
- Proposal is received with all required documentation

The following documents are **required for your proposal to be considered**:

**Mandatory forms attached to electronic email submission:**

1. Proposal (Completed AFHR\_Proposal\_2022CLM)
2. Completed budget and work plan timeline, using the budget and timeline template
3. Letter of support/recommendation from a district or council representative
4. Pro-forma invoices/quotes for all items for which you are seeking AFHR funding
5. A copy of your organization's NGO registration
6. A copy of your organization's TIN registration or tax exemption certificate

### FUNDING RESTRICTIONS

1. Funding cannot be used for the following purposes:
  - Construction of buildings
  - Land purchase, security guards, motor vehicles (including motorcycles, but excluding bicycles), motor vehicle repairs or upkeep
  - Capital funding for any VSLA, SACCO or other micro-finance effort
  - Outside audits (not required by the PEPFAR Tanzania Small Grants Office)
  - Purchase of alcoholic beverages
2. The budget narrative should:
  - Typical grant proposal budgets have several cost categories – among them – personnel, fringe, travel, equipment, supplies, contractual, other direct costs, and indirect costs.
  - Focus only on items that are necessary for this grant award.
  - Indicate the base salary and time each person will spend on the project.
  - Administrative and non-direct costs should not exceed 10% of the total budget.

### SUBMISSION

PEPFAR Tanzania Small Grants Office will only accept proposals from the date of this notice of funding through **11:59 PM East Africa Time Zone on August 12, 2021**. No proposals will be accepted after that date. All proposal materials must be submitted using the organization's primary email to: [PEPFARgrantsDar@state.gov](mailto:PEPFARgrantsDar@state.gov)

**Include the following information in the body of your email:**

1. Organization name
2. Contact person
3. Project title
4. Brief 200-word summary of the project

## E. PROPOSAL REVIEW INFORMATION

### CRITERIA

Each proposal will be evaluated and rated based on the evaluation criteria outlined below out of a possible total of 100 points.

**Proposal completion (required):** The proposal is complete. All sections are filled in and required documentation is included. Information is clear and consistent throughout the proposal. Proposal rules for submission are followed. Proposal is not changed or transformed in any way.

**Organizational capacity and experience (25%):** The organization is a registered Tanzanian NGO, CSO, CBO or FBO with a TIN registration or tax-exempt status. Organizations must have identified existing partnerships, linkages, and support systems in the project community. This includes health centers, other NGO/CBO/FBO organizations, PEPFAR Tanzania implementing partners, and the Tanzanian Government. Describe any prior experience implementing CLM projects, or other monitoring and evaluation and research projects. Has key staff in its stated field and a bank account.

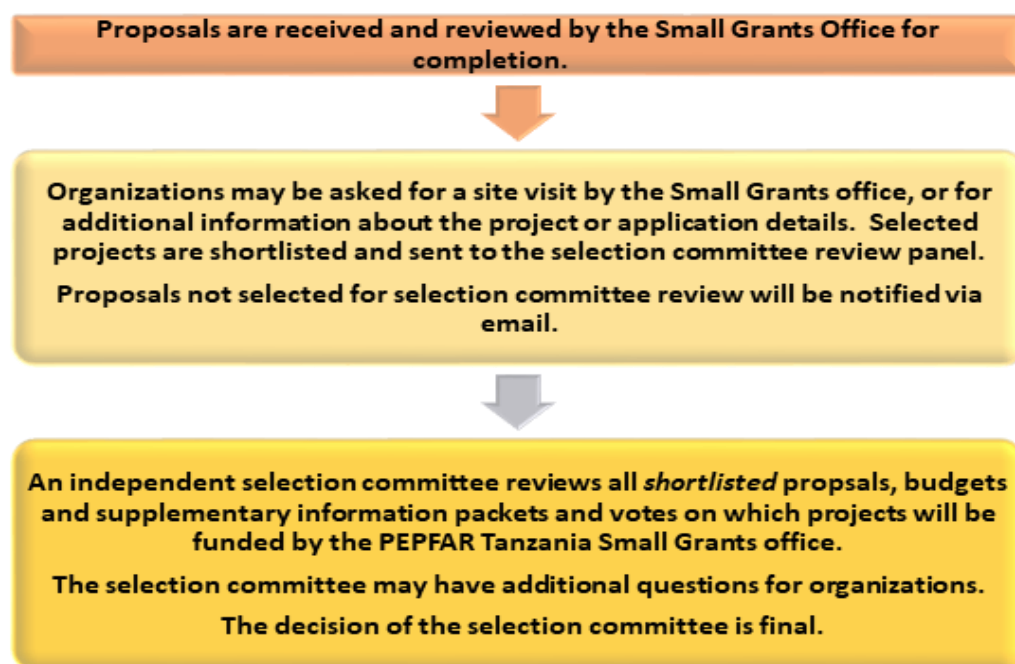
**Quality of project idea, goals objectives (30%):** The organization demonstrates a strong understanding of CLM is and the role CLM has in quality improvement. The CLM project idea proposed is well developed with specific details about how the organization plans to implement its activities and how the project will incorporate and build on already established sites/facilities health mechanism. All goals, objectives, and activities are clearly defined and will provide maximum impact in achieving the proposed results.

**Budget (20%):** The budget justification narrative is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. Unallowable items are not included. Budget is in Tanzanian shillings using the current exchange rate.

**Monitoring and evaluation plan (15%):** The project includes indicators that can be externally verified and shows how and when those will be measured. Organization demonstrates it can measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The organization provides a clear plan to prepare reports, monitor and evaluate activities, and produce, collect, and analyze performance data of the proposed activities.

**Sustainability (10%):** The organization outlines how activities can be integrated into systematic continuous quality improvement initiatives at the local level to ensure sustainability after grant completion.

## REVIEW AND SELECTION PROCESS



## F. FEDERAL AWARD ADMINISTRATION INFORMATION

### FEDERAL AWARD NOTICES

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

## **PAYMENT**

Payments will be made in three or more installments in Tanzanian shillings based on the current daily exchange rate at the time funds are released. Details will be outlined in the grant agreement. The first installment will be no more than 50% of the total award.

## **ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS: TERMS AND CONDITIONS**

Before submitting a proposal, organizations should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

## **REPORTING**

Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant process, please email [PepfarGrantsDar@state.gov](mailto:PepfarGrantsDar@state.gov)

Proposal documents and Notice of Funding guidelines are available at <https://tz.usembassy.gov/education-culture/ambassadors-community-grants-program/>

**\*\*Note\*\*** We do not provide any pre-consultation for proposal-related questions that are addressed in the NOFO. Once a proposal has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with organizations who have submitted proposals until the entire proposal review process is completed.

## **H. OTHER INFORMATION**

- Organizations submitting proposals should be aware that the Small Grants Office understands that some information contained in proposals may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, organizations are advised that the Small Grants Office cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.
- Issuance of the NOFO and negotiation of proposal does not constitute an award commitment on the part of the U.S. government. The PEPFAR Tanzania Small Grants Office reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program's requirements.